

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **NOVEMBER 9, 2011**

Committee Members Present:

Supervisors Conover
Kenny
Belden
Goodspeed
Sokol
Merlino
Taylor
Strainer

Others Present:

Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Loeb
Supervisor Monroe
Supervisor Thomas
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Pat Auer, Director, Public Health
Suzanne Wheeler, Deputy Commissioner,
Department of Social Services
Bud York, Sheriff
Don Lehman, *The Post Star*
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Supervisor VanNess

Mr. Conover called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the October 12, 2011 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Action Agenda review, Mr. Conover apprised Item 1 was a referral from the Public Safety Committee, Sheriff & Communications, requesting to fill the vacant position of Correction Officer #41, annual salary of \$33,534, Employee No. 11277, due to resignation. He noted that this position was mandated but was not reimbursed.

Motion was made by Mr. Taylor, seconded by Mr. Strainer and carried unanimously to approve Item 1 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover stated Items 2A and B were referrals from the Social Services Committee, Social Services. Item 2A, he said, was a request to fill the vacant position of Caseworker #27, annual salary of \$35,385, Grade 14, Employee No. 10676, due to expired leave of absence. He added that this position was mandated and 75% reimbursed.

Mr. Merlino entered the meeting at 9:03 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Sokol and carried unanimously to approve Item 2A as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover remarked Item 2B was a request to amend Resolution No. 579 of 2011 to provide authorization to backfill any positions resulting from promotion to the vacant positions as outlined in the resolution.

Motion was made by Mr. Sokol and seconded by Mr. Goodspeed to approve the request as presented.

Paul Dusek, County Administrator, explained that authorization had been provided to fill the vacant positions of Social Welfare Examiner #13, Caseworker #16 and Senior Social Welfare Examiner #6 and frequently positions were filled from within; thereby leaving a vacancy elsewhere. Such was the case here, he continued, in that the aforementioned positions were filled from within by promotion and authorization to backfill the lower level positions was necessary. Mr. Conover confirmed that the request to backfill only pertained to these positions and any requests to backfill in the future would be presented to the Committee.

Mr. Conover called the question and the motion was carried unanimously to approve Item 2B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover apprised Item 3 was a referral from the Human Resources Department, requesting to amend Resolution No. 714 of 2010 to include an addition to Section 1.- Hourly employees.

Mr. Dusek expounded that Pat Auer, Director of Public Health, had contacted him with a concern regarding the number of Nurses in her Department that worked in the field and did not return to the County to punch out for lunch. Following that discussion, he said, it occurred to him that other Departments most likely had similar situations and an order to address the issue, an amendment to the resolution was needed. He noted that the new timekeeping system did allow for such circumstances.

Motion was made by Mr. Belden and seconded by Mr. Goodspeed to approve the request as presented.

Mr. Merlino questioned the County's liability if an employee did not punch out for lunch and was involved in an accident during that time. Mr. Dusek acknowledged that there was always the potential for such liability.

November 9, 2011

Mr. Conover called the question and the motion was carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Goodspeed, Mr. Conover adjourned the meeting at 9:10 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk